

Teaming for Technology ::: Chicago

APPLICATION FOR TECHNOLOGY ASSISTANCE

Thank you for your interest in Teaming for Technology! We are a collaborative project of the United Way of Metropolitan Chicago (UWMC), IBM, and the Corporation for National and Community Service (CNCS). In keeping with the missions of both UWMC and CNCS, qualified applicants to our Year of Assistance program must be health and human service agencies, provide proof of 501(c)(3) status, and be based in the Chicago metropolitan area (accessible by CTA). For more information and additional eligibility requirements, please visit our website at www.t4tchicago.org or call us at 312-906-2486.

Directions: Applications must reach Teaming for Technology no later than **5:00 p.m. on Wednesday, January 31st, 2007**. Early submissions are welcome. You may apply using any of the following methods:

- ⓐ E-mail the application: apply@t4tchicago.org
- ⓑ Fax the application with a cover sheet: 312-669-7824
- ⓒ Mail in or drop off the application:

Teaming for Technology
560 West Lake Street
Chicago, IL 60661

Please number and submit the following sections in your application:

(Directions are included for each section. Please do not exceed indicated page/word limits.)

1. Summary Sheet
2. Agency Mission Statement and Technology Vision Statement
3. Current Technology Statement and Technology Committee
4. Technology Goals
5. Inventory
6. Federal IRS 501(c)(3) tax-exempt letter

Please feel free to attach supplemental information of no more than two (2) pages to the back of this application. While **this section is not required**, some agencies find it necessary to include additional information not covered in previous sections.

SECTION 1: **Summary Sheet** – Please print or type in the following spaces.

Agency:

Contact Name:

Phone:

SECTION 3: On a separate sheet, please respond to the following:

Current Technology Statement: In 300-500 words, answer the following questions. Focus on describing the current state rather than what *will* be done. Teaming for Technology understands that your agency may not have much to write about in every section. This will not count against you. Please explain the

following:

1. Describe the current uses of technology in your organization.

- What kinds of computers and software programs do you use?
(A brief summary will do here; leave the details for the inventory section.)
- Are computers used for client purposes, administrative purposes, or both?
Do you offer a computer lab to clients?
- Do you have an Internet connection? If so, what type?
- Are your computers networked? How?
- Do you have technical support from professionals or volunteers?
- Does your agency have a website?

2. How is your current use of technology not meeting your needs?

- What are the technology problems?
- Is your current technology limiting your activities?
- Is there a lack of training or expertise?

Technology Committee: Accepting assistance from Teaming for Technology requires an agency's commitment to improving its technology capacity. This includes allocating labor toward ensuring such improvements. Below, please indicate the names of individuals who will commit to participating on a committee that will accept responsibility for overseeing and evaluating all technology endeavors within your agency.

The Technology Committee should represent the range of computer knowledge in the office and can vary in size from 2 to 10 people, or more, depending on agency size. Try to include those who are afraid of computers or know about the practical needs of your agency, as well as those resident tech experts! The staff IT contact and someone on an executive level should be on this committee. Please briefly list the individuals and their positions after the *Current Technology Statement*.

SECTION 4: On no more than two sheets, please respond to the following:

Technology Goals: The first step that an agency must take in achieving technology goals is to list and then prioritize them. This list can cover up to five years of future plans within your agency. List your technology goals in order of importance. This section will indicate your level of commitment. Be as specific as possible, but please limit this section to **two (2) pages** and follow the format below.

Example:

GOAL: Network administrative computers for file sharing.

REASON: This will enable file sharing and ease of communications within the agency. Thus, more time will be allotted for staff interaction with clients.

SECTION 5: On a separate sheet, please respond to the following:

Inventory: Please take an inventory of the systems used in your agency. For help with finding this information, visit www.belarc.com to download free software that will identify these specs for each computer.

It is not necessary to fill out all of this information if your agency is unable to do so or does not have computers. Try your best! The inventory should look similar to the following:

Example:

Computer Location / Purpose of Computer	Processor Speed	Hard Drive Space	RAM	Operating System	Additional Software
LAB 10	Pentium 133 MHz	2 Gig	64 MB	Windows 95	MS Office Adobe
Mr. Johnson's Office	Celeron 366 MHz	5 Gig	128 MB	Windows XP	Donor Perfect, MS Office